GES Global Experience Specialists

EXHIBITOR SERVICES & FORMS

Alberta Pork Congress

Introductory Letter

Alberta Pork Congress

March 28-29, 2012

Dear Exhibitor,

We are pleased that GES has been selected as your Official Service Contractor for the:

Alberta Pork Congress

We strive to offer you the best possible service to facilitate a successful show experience.

Please review this manual carefully. It contains information and order forms for each of the many services offered by GES. If we are to serve you efficiently, it is most important that you return these forms to us promptly.

Each 10' x 10' draped booth is supplied with an 8' high back wall and 3' high side walls, 1 - 8' skirted table, 2 folding chairs and booth carpeting.

If you cannot find the additional items you require for your display, please feel free to contact us.

If you wish to change the size of your skirted table that is provided please fill out the Table Exchange Form and fax to our office as there will be a $ 17.00 labour charge to exchange your table on show site.

Fabric roof structures exceeding 2.3 square meters (25 square feet) wiil require documentation of meeting CAN/ULC-S109-M Flame Tests of Flame Resistant Fabrics and Films. Additional requirements may be required depending on use & contents. Any questions please contact Red Deer Emergency Services at 403-346-5511.

By placing your orders in advance, you can save up to 40% on most decorating items. Advance orders also make for a smoother, more efficient move-in avoiding unnecessary waits, the possibility of selecting a sold out item and showsite delivery delays.

To qualify for discount prices, orders must be received in our office on or before the deadline date on the order forms. Please be sure to reference each order form as deadline dates may vary.

GES requires payment in full at the time services are order. For your convenience, we require that your provide a credit card authorization with your initial order. This may be used to charge labour and material handling services not covered in your advance order. We accept Visa, Mastercard, American Express, as well as cheques.

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call our offices at (403) 347-7144 and ask to speak to an Exhibitor Service Executive (ESE).

In addition, our GES Servicentre staff will be available throughout the show to assist you.

Thank you in advance for your valued business. We look forward to serving you and wish you a most successful event.

Complimentary Table Size Request Form

RETURN TO: GES Global Experience Specialists C6 & C7, 2310 Gaetz Avenue, Red Deer, AB T4R 1C5 Phone: 403-347-7144 FAX: 403-340-8195
SEE US ONLINE: www.gesexpo.ca Email: reddeer@ges.com

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

Alberta Pork Congress

March 28-29, 2012

DISCOUNT DEADLINE DATE:
March 21, 2012

Complimentary Skirted Table Size Request

Please be advised that each exhibit booth will be supplied with one (1) 8' skirted table. If you require a specific size table (8', 6', or 4'), please complete this form and forward it to our office prior to the "Deadline Date" above.

Any on-site changes to the supplied tables will be charged at $17.00 per change.

Please choose a table size and fill out the contact information at the bottom of the form.

Please Note: Tables are skirted on three (3) sides only. If you wish to have the fourth side skirted please order additional skirting on our Furniture & Accessories Order Form.

√	☐	**4' Skirted Table**
√	☐	**6' Skirted Table**
√	☐	**8' Skirted Table**

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	**AUTHORIZED CONTACT**	**DATE**

Payment & Credit Card Charge Authorization

RETURN TO: GES Global Experience Specialists C6 & C7, 2310 Gaetz Avenue, Red Deer, AB T4R 1C5 Phone: 403-347-7144 FAX: 403-340-8195
SEE US ONLINE: www.gesexpo.ca Email: reddeer@ges.com

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

Alberta Pork Congress

March 28-29, 2012 **Westerner Park** **DISCOUNT DEADLINE DATE: March 21, 2012**

COMPANY NAME	EMAIL ADDRESS		BOOTH #
STREET	CITY	PROVINCE	POSTAL CODE
PHONE	FAX		P.O. #
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY #		

Payment Policy

Payment for Services - GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card

Discount Pricing - To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment - GES accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a $25.00 fee for NSF cheques.

Third Part Billing - Each exhibiting firm is ultimately responsible for all charges incurred on it's behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

Tax Exempt - If you are tax exempt in Canada you must provide a GST Exemption Certificate. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments & Cancellations - No adjustments will be made to invoices after the close of the show. Please refer to the individual forms for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed, and/or GES set up costs or expenses. A minimum non-refundable deposit of $25.00 will be applied toward the invoice, unless there is a cancellation of your order.

If you have any questions regarding our payment policy please call GES at (403) 347-7144 or visit the GES Servicentre at the show.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, cheque or wire transfer, however, we require your credit card charge authorization to be on file with GES.

You agree to late fees of up to 1.5% per month on any balance not paid at the conclusion of the event or balance left without appropriate credit card on file.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

Bank wire transfer information:

GES Global Experience Specialists
Canadian Imperial Bank of Commerce, 939 Lawrence Avenue E.
North York, Ontario, Canada, M2C 1P9
Canadian Dollars: Account # 73-07616 Transit # 00132 Swift Code: CIBCCATT
Routing/BIC/NCC/BSC or ABA # 026009593
American Dollars: Account # 0267015 Transit # 00132 Swift Code: CIBCCATT
Routing/BIC/NCC/BSC or ABA # 026009593
To properly credit your account, send the following information to the GES address listed on the order forms: exhibiting company name, show name and the booth # date and amount of the transfer
bank and country where transfer originated.

I agree in placing this order that I have accepted GES payment policy and GES Terms & Conditions of Contract

PLEASE

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

Credit Card Charge Authorization

(*All Information Must Be Provided)

☐ MasterCard
☐ VISA
☐ American Express

PROVIDE EXPIRATION DATE

EXPIRATION DATE*

Account # ____ — ____ — ____ — ____

CARDHOLDER'S NAME*	PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS*	CITY*
PROVINCE / STATE*	POSTAL CODE*

PLEASE

CARDHOLDER'S SIGNATURE* DATE

Calculation of Orders

Furnishings (Page E7-2)	$
Specialty Furnishings/AV/Greenery (Page E7-3)	$
Electrical Services (Page E7-13)	$
Carpet (Page E7-4)	$
Booth Cleaning (Page E7-5)	$
Exhibit System Rentals (GEM) (Page E7-8A)	$
GEM Accessories (Page E7-8B)	$
GEM Show Special (Page E7-8C)	$
Installation & Dismantling Labour (Page E7-9)	$
Material Handling (Page E7-11A & 11C)	$
Outdoor Tents	$
	$
	$
	$
FULL PAYMENT DUE:	$

To simplify payment, send a cheque payable to GES for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of:	$
Enclosed is a cheque in the amount of:	$

GES Global Experience Specialists

furnishings

Grey Fabric Side Chair

Grey Fabric
Counter Stool

Grey Fabric Arm Chair

Grey Lounge Chair

Steno Chair

30" Round / 30" High
Pedestal Table

30" Round / 18" High
Coffee Table

4', 6', OR 8' Long
Raised Draped Table
with White Vinyl Top

4', 6', OR 8' Long
Draped Table
with White Vinyl Top

GES Global Experience Specialists

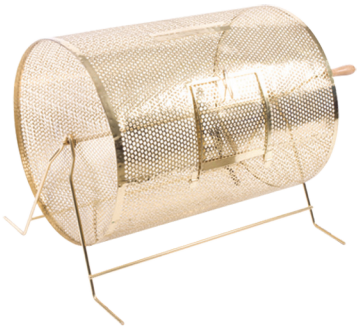
furnishings

Coat Tree

22" X 28"
Chrome Sign Holder
(sign extra)

Easel

Gold Ballot Drum



Plexi Pocket

40" w x 20" d x 36" h
White Counter Storage Unit

Bag Holder 41"H

Stanchions

Plastic
Wastebasket

Furniture & Accessories Order Form

RETURN TO: GES Global Experience Specialists C6 & C7, 2310 Gaetz Avenue, Red Deer, AB T4R 1C5 Phone: 403-347-7144 FAX: 403-340-8195
SEE US ONLINE: www.gesexpo.ca Email: reddeer@ges.com

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

Alberta Pork Congress

March 28-29, 2012 **Westerner Park**

DISCOUNT DEADLINE DATE:
March 21, 2012

PRICE LIST

Quantity	Item #	Description	Discount $	Regular $	Total Price
		Skirted Tables			
		Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides, Choose Colour:			
	24 (DT4)	Skirted 4' Table, Skirted 4 Sides	$ 60.00	$ 84.00	$
	26 (DT6)	Skirted 6' Table	$ 65.00	$ 91.00	$
	28 (DT8)	Skirted 8 Table	$ 70.00	$ 98.00	$
	(DMS)	4th Side Skirted, Optional	$ 19.00	$ 26.00	$
		Skirted Raised Tables			
		Skirting for Raised Tables - White Vinyl Top & Pleated Skirt on 3 Sides, Choose Colour:			
	24H (RD4)	Skirted 4' Raised Table, Skirted 4 Sides (height - 36")	$ 80.00	$ 112.00	$
	26H (RD6)	Skirted 6' Raised Table (height - 36")	$ 85.00	$ 119.00	$
	28H (RD8)	Skirted 8' Raised Table (height - 36")	$ 90.00	$ 126.00	$
	(DMS)	4th Side Skirted, Optional	$ 21.00	$ 29.00	$
		Tables			
	23 (FCOFT)	Round Coffee Table, 18" Tall	$ 41.00	$ 58.00	$
	21 (FPEDT)	Round Pedestal Table, 30" Tall	$ 52.00	$ 73.00	$
	(FPEDT)	Round Bar Table, 40" Tall	$ 63.00	$ 88.00	$
		Chairs			
	12 (FFC)	Plastic Folding Chair	$ 15.00	$ 21.00	$
	(FGFSC)	Padded Side Chair, Grey	$ 27.00	$ 38.00	$
	(FGFAC)	Padded Arm, Chair, Grey	$ 28.00	$ 39.00	$
	16 (FGFCS)	Counter Stool, Padded Grey (seat height - 31")	$ 39.00	$ 55.00	$
	(EDS)	Steno Chair	$ 39.00	$ 55.00	$
		Display Accessories			
	(GMHTB)	Velcro Board, Grey, 4' x 8'	$ 84.00	$ 117.00	$
	32 (FCSU)	Counter Storage Unit	$ 123.00	$ 193.00	$
	33 (FCC)	Computer Counter	$ 143.00	$ 200.00	$
	55 (FCSH)	Signholder	$ 33.00	$ 46.00	$
	70 (FESL)	Easel	$ 28.00	$ 39.00	$
	58 (FCT)	Coat Tree	$ 24.00	$ 34.00	$
	60 (FGR)	Garment Rack on Wheels	$ 34.00	$ 48.00	$
	(FBF)	Refrigerator, 4.5 cu.ft.	$ 150.00	$ 210.00	$
	(FCS)	Stanchion & Rope	$ 28.00	$ 39.00	$
	(FSBD)	Ballot Drum, Table Size	$ 51.00	$ 71.00	$
	(FLR)	Literature Rack	$ 60.00	$ 84.00	$
	(FBH)	Bag Stand	$ 51.00	$ 71.00	$
	56 (FWB)	Wastebasket	$ 14.00	$ 20.00	$
	(DU)	Upright, 8' (with base)	$ 10.00	$ 14.00	$
	(DCB)	Telescoping Crossbar	$ 8.00	$ 11.00	$
		Custom Booth Drape			
		8'h Back Drape & 3' Side Drape, 4 feet minimum order			
	10 (D3)	Linear feet of Side Drape per foot	$ 5.00	$ 7.00	$
	11 (D8)	Linear feet of Back Drape per foot	$ 7.00	$ 10.00	$
		Please include Booth Layout form for placement of items			

Table/Raised Table Skirts/Drape Colours:
Trade Show Color will be provided if no colour is indicated below:
Black, Blue, Burgundy, Forest Green, Gold, Silver, Red, White.

TOTAL OF ALL ITEMS ORDERED:	$
5% GST:	$
PAYMENT ENCLOSED:	$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit. Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% after installation.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE

Specialty Furniture/Audio Visual Order Form

RETURN TO: GES Global Experience Specialists C6 & C7, 2310 Gaetz Avenue, Red Deer, AB T4R 1C5 Phone: 403-347-7144 FAX: 403-340-8195
SEE US ONLINE: www.gesexpo.ca Email: reddeer@ges.com

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

Alberta Pork Congress

March 28-29, 2012 **Westerner Park**

DISCOUNT DEADLINE DATE:
March 21, 2012

PRICE LIST

Quantity	Item #	Description	Discount $	Regular $	Total Price
		Lounge Seating			
		Leather Sofa - 3 Seater	$ 185.00	$ 259.00	$
		Leather Love Seat - 2 Seater	$ 153.00	$ 215.00	$
		Leather Sofa Chair - 1 Seat	$ 120.00	$ 168.00	$
		Coffee Table	$ 53.00	$ 74.00	$
		End Tables	$ 36.00	$ 50.00	$
		Audio Visual Equipment			
		42" SVGA Data Monitor (Plasma TV) Includes Stand	$ 400.00	$ 560.00	$
		32" SVGA LCD Data Monitor with Skirted Cart	$ 300.00	$ 420.00	$
		DVD Player	$ 29.00	$ 41.00	$
		Projection Screen - 6'	$ 75.00	$ 105.00	$
		Audio Visual Accessories			
		Flip Chart with One Paper Pad	$ 37.00	$ 52.00	$
		Refill Pad of Paper	$ 21.00	$ 29.00	$
		Whiteboard - 3' x 4' with Markers	$ 37.00	$ 52.00	$
		Aluminum Easels	$ 28.00	$ 39.00	$
		Portable Display Systems			
		8' x 8' Pop Up Display Unit - Black with Lights	$ 375.00	$ 525.00	
		8'h x 10'w Pop Up Display Unit - Black with Lights	$ 475.00	$ 665.00	
		All display units include set up and dismantle labour.			
		Please call to inquire about other floor/table top units available.			
		Green Floor Plants - Artificial			
	PFP34	3' to 4' Tall	$ 31.00	$ 43.00	$
	PFP56	5' to 6' Tall	$ 37.00	$ 52.00	$

ONSITE ORDERS MAY NOT BE AVAILABLE FOR THIS EQUIPMENT

Notes:		
	TOTAL OF ALL ITEMS ORDERED:	$
	5% GST:	$
	PAYMENT ENCLOSED:	$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.
Cancellation Policy: Items cancelled will be charged 100% of original price after move-in begins.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	**AUTHORIZED CONTACT**	**DATE**

E7-6A

Graphics & Signage Order Form

RETURN TO: GES Global Experience Specialists C6 & C7, 2310 Gaetz Avenue, Red Deer, AB T4R 1C5 Phone: 403-347-7144 FAX: 403-340-8195
SEE US ONLINE: www.gesexpo.ca Email: reddeer@ges.com

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

Alberta Pork Congress

March 28-29, 2012 **Westerner Park**

DISCOUNT DEADLINE DATE:
March 21, 2012

PRICE LIST

Quantity	Item #	Description	Discount $	Regular $	Total Price
		Standard Signs			
	S1114	11" x 14"	$ 36.00	$ 51.00	$
	S1422	14" x 22"	$ 56.00	$ 78.00	$
	S2228	22" x 28"	$ 75.00	$ 105.00	$
	S744	7" x 44"	$ 49.00	$ 68.00	$
	S2844	28" x 44"	$ 97.00	$ 136.00	$
	SMISC	10" x 60"	$ 75.00	$ 105.00	$
	SMISC	20" x 60"	$ 148.00	$ 207.00	$
	SMISC	40" x 60"	$ 213.00	$ 298.00	$
	SMISC	48" x 96"	$ 410.00	$ 574.00	$

All standard signs are digitally produced on coroplast. Standard signs include up to 10 words and a selection of colours.

Please Indicate Choice

Background Colour	Copy Colour	Indicate Physical Alignment
☐ Black	☐ Black	
☐ Blue	☐ Blue	☐ Horizontal
☐ Green	☐ Green	
☐ Red	☐ Red	☐ Vertical
☐ White	☐ White	
☐ Yellow	☐ Yellow	

Custom Signs

GES maintains a fully-equipped graphics shop that offers:

Graphic Design	Graphics Presentation	Lamination
Desktop Publishing	Large Format Printing	Logo Reproduction
Backlit Graphics	Vinyl Graphics	Vinyl Banners

For custom work and quotations, please call the GES office listed above.

COMPLETE COPY

Notes:

TOTAL OF ALL ITEMS ORDERED:	$
5% GST:	$
PAYMENT ENCLOSED:	$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.
Cancellation Policy: Orders cancelled will be charged at 100% of original cost once production has started.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	**AUTHORIZED CONTACT**	**DATE**
X		

Graphics & Signage Information

Alberta Pork Congress
March 28-29, 2012

Sending your graphic and image files to the GES Creative Services Department

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving and in order to insure the best quality graphics and images from your digital files and to make file transfers as seamless as possible, we are pleased to provide you with the guidelines for submission of your art to GES. If you are unable to provide digital artwork for your signage needs, GES is capable of providing you with layout services. Additional fees will apply. Contact your GES representative for details.

Acceptable Media: All media should be formatted for use on a PC*

- **Floppy disk - 3.5"**
- **CD-ROM (CD-R or CD-RW)**
- **DVD-ROM (DVD-R only)**
- **Email attachment (limited to maximum size of 2mb)**

When sending disks, label them as follows: *Exhibitor Name / Show / Show Date / City of Event*

** For disk types not listed above, please contact a Creative Services Professional (see the *Still have Questions? Section Below)*

Acceptable File Formats**

VECTOR

This type of artwork is resolution independent and hence can be enlarged or reduced without any loss of quality.

EXTENSION	***PROGRAM***	***VERSION***
.cdr	Corel Draw	Version 11.0 or earlier
.eps	Encapsulated Postscript	An export option of various programs (vector .eps preferred
.ai	Adobe Illustrator	Version 10.0 or earlier

BITMAP: If you have bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150 - 300 dpi. Lower resolutions or ratios will result in lower image quality. File size should not exceed 100 MB.

AVOIDING ADDITIONAL COSTS: Files obtained from the internet (.jpg or.gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined criteria list above.

*** For file types not listed here (QuarkExpress, FreeHand, InDesign or .PDF files), please contact a Creative Services Professional*

Typeface/Font Handling

Convert all fonts to outlines before saving your file for transfer. If you do not convert your font to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines they are no longer editable.

Proofs and Colours:

IMPORTANT: Always send 100% accurate proofs (colour laser prints) with your disk. Identify all specific spot colours (PMS) within your file and on the provided proofs. In the absence of colour specifications, all graphics will be produced as is without colour corrections.

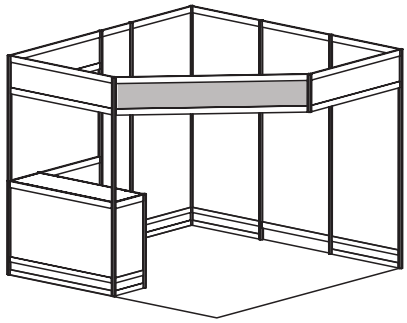
Still Have Questions?

If you still have questions or concerns about your artwork, file formats and method of delivery, please call the GES office listed above and ask to speak to a Creative Services Representative.

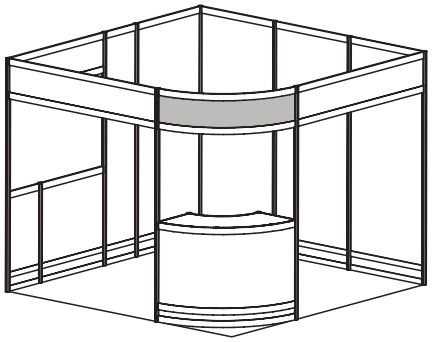
GES Global Experience Specialists

standard exhibit rentals

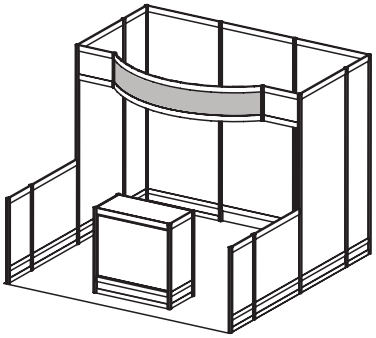
10' x 10'



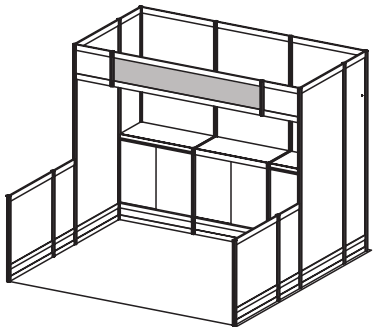
GEM Model #1 - 10'x10' Corner



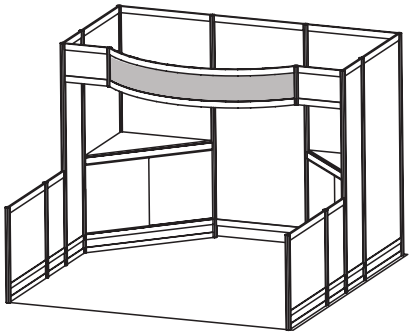
GEM Model #2 - 10'x10' Corner



GEM Model #3 - 10'x10'



GEM Model #4 - 10'x10'



GEM Model #5 - 10'x10'

3 Easy Steps

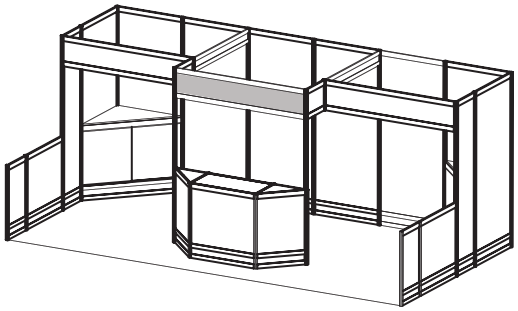
1. Select the model number that suits your needs
2. Choose carpet and panel colours on the GEM Exhibit Rental order form
3. Complete & send order form

Grey indicates standard header sign(s)

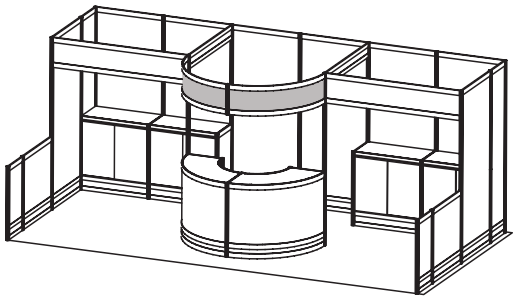
GES Global Experience Specialists

standard exhibit rentals

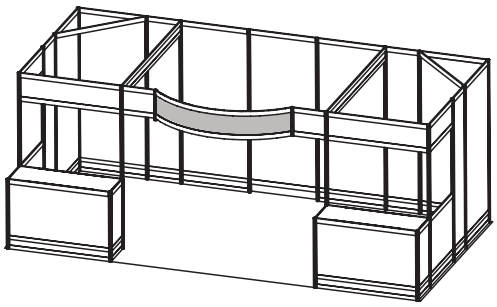
10' x 20'



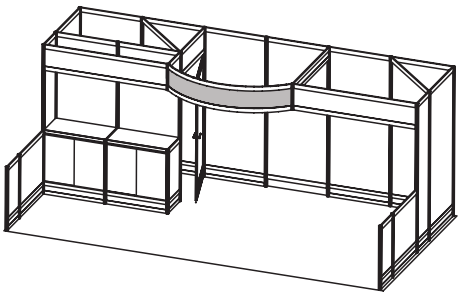
GEM Model #6 - 10'x20'



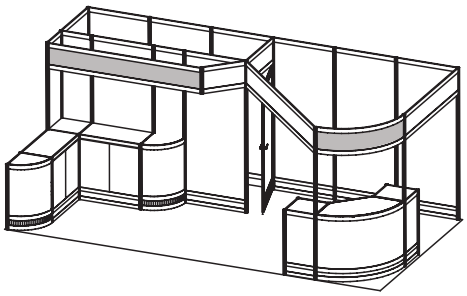
GEM Model #7 - 10'x20'



GEM Model #8 - 10'x20'



GEM Model #9 - 10'x20'



GEM Model #10 - 10'x20' Corner

3 Easy Steps

1. Select the model number that suits your needs
2. Choose carpet and panel colours on the GEM Exhibit Rental order form
3. Complete & send order form

Grey indicates standard header sign(s)

E7-8A

GEM Exhibit System Order Form

RETURN TO: GES Global Experience Specialists C6 & C7, 2310 Gaetz Avenue, Red Deer, AB T4R 1C5 Phone: 403-347-7144 FAX: 403-340-8195
SEE US ONLINE: www.gesexpo.ca Email: reddeer@ges.com

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

Alberta Pork Congress

March 28-29, 2012 **Westerner Park**

DISCOUNT DEADLINE DATE:
March 21, 2012

PRICE LIST

Quantity	Item #	Description	Discount $	Regular $	Total Price
		GEM Exhibits			
	GGRE	GEM Model # 1 - 10' x 10' Corner	$ 885.00	$ 1,240.00	$
	GGRE	GEM Model # 2 - 10' x 10' Corner	$ 950.00	$ 1,330.00	$
	GGRE	GEM Model # 3 - 10' x 10'	$ 1,155.00	$ 1,490.00	$
	GGRE	GEM Model # 4 - 10' x 10'	$ 1,255.00	$ 1,757.00	$
	GGRE	GEM Model # 5 - 10' x 10'	$ 1,345.00	$ 1,883.00	$
	GGRE	GEM Model # 6 - 10' x 20'	$ 1,820.00	$ 2,548.00	$
	GGRE	GEM Model # 7 - 10' x 20'	$ 2,330.00	$ 3,262.00	$
	GGRE	GEM Model # 8 - 10' x 20'	$ 1,950.00	$ 2,730.00	$
	GGRE	GEM Model # 9 - 10' x 20'	$ 2,160.00	$ 3,024.00	$
	GGRE	GEM Model # 10 - 10' x 20' Corner	$ 2,615.00	$ 3,660.00	$

Package Includes: Installation and Dismantling, Choice of Panel Colour, Choice of Carpet Colour, Company ID Sign

Please Indicate Choice

Carpet Colour	Infill Panel Colour	Font Style	Font Colour
☐ Black	☐ Black	☐ Futura	☐ Black
☐ Blue	☐ Blue	☐ Humanist	☐ Blue
☐ Green	☐ Burgundy	☐ PosterBodini	☐ Burgundy
☐ Grey	☐ Green	☐ Times New Roman	☐ Green
☐ Red	☐ Grey	☐ Arial	☐ Red
	☐ White		☐ Teal

Identification Sign(s) To Read:

Models 1, 2, 3, 4, 5, 6, 8 or 9 — **COMPLETE COPY**

Left:

Models 7 or 10 — **COMPLETE COPY**

Left:

Right:

Indicate Date & Time of Arrival

Date: Time:

Notes:

TOTAL OF ALL ITEMS ORDERED:	$
5% GST:	$
PAYMENT ENCLOSED:	$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.

Cancellation Policy: Due to material and labour costs, order cancelled before move-in begins will be charge 50% of original price. Similarly, order cancelled after move-in begins will be charge 100%

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	**AUTHORIZED CONTACT**	**DATE**
X		

E7-8B

GEM Accessories Order Form

RETURN TO: GES Global Experience Specialists C6 & C7, 2310 Gaetz Avenue, Red Deer, AB T4R 1C5 Phone: 403-347-7144 FAX: 403-340-8195
SEE US ONLINE: www.gesexpo.ca Email: reddeer@ges.com

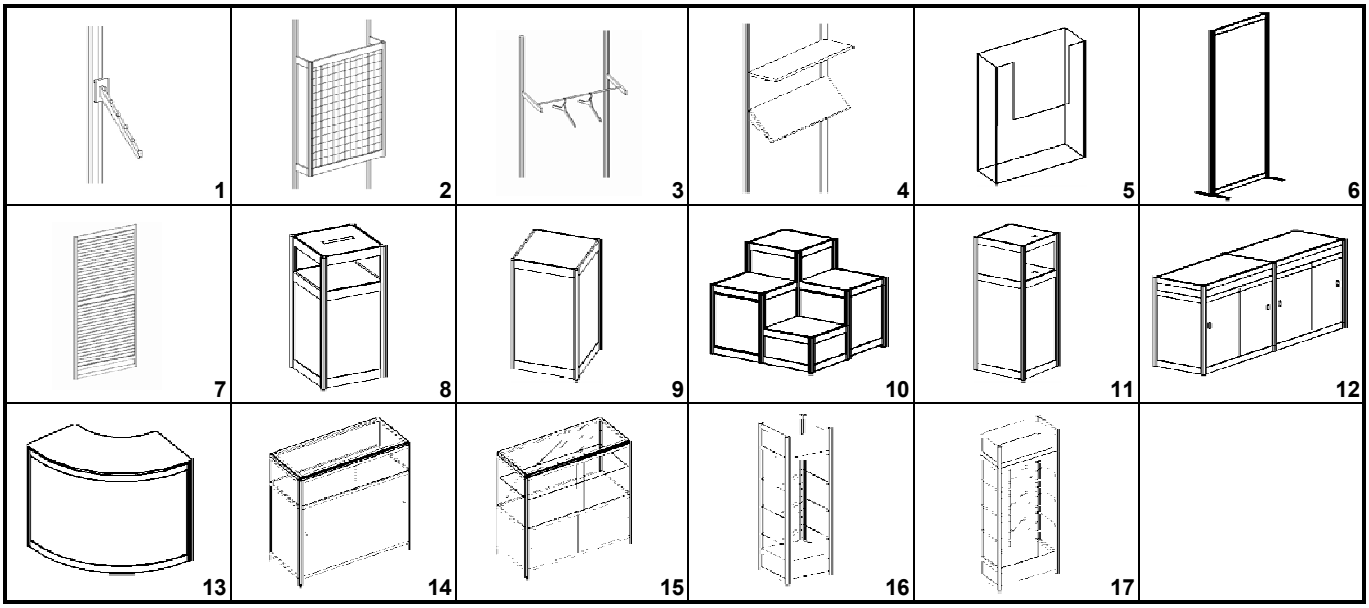
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

Alberta Pork Congress

March 28-29, 2012 **Westerner Park**

DISCOUNT DEADLINE DATE:
March 21, 2012

GEM EXHIBIT ACCESSORIES



PRICE LIST

Quantity	Item #	Description	Discount $	Regular $	Total Price
	1	Waterfall with eight balls	$ 26.00	$ 36.00	$
	2	Grid Panel - 38" x 44" (2" squares)	$ 113.00	$ 158.00	$
	3	Garment Rail 39" wide	$ 28.00	$ 39.00	$
	4	Shelves ☐ Flat ☐ Angled	$ 28.00	$ 39.00	$
	5	8.5" x 11"Clear Plexi Literature Pocket	$ 25.00	$ 35.00	$
	6	Free Standing Panel - 48" x 96" Burfab	$ 125.00	$ 175.00	$
	7	Slatwall Panels - 37"W X 96"H Grey (upgrade for standard panels)	$ 126.00	$ 176.00	$
	8	Ballot Bin - 20"L X 20"W X 36"H	$ 105.00	$ 147.00	$
	9	Pedestal White - 20"L X 20"W X 36"H	$ 80.00	$ 112.00	$
	10	Pedestal White - 40"L X 40"W - Unit Heights - 16"/28"/41"	$ 180.00	$ 252.00	$
	11	A/V Pedestal (White) 26"L X 26"W x 55"H	$ 174.00	$ 244.00	$
	12	Storage Counter (White) 80"L X 20"W X 41"H	$ 225.00	$ 315.00	$
	13	Curve Counter (White) 60"L X 20"W X 36"H	$ 160.00	$ 224.00	$
	14	99A Showcase (White/Glass) 40"L X 20"W X 36"H	$ 155.00	$ 217.00	$
	15	99B Showcase (White/Glass) 40"L X 20"W X 36"H	$ 170.00	$ 238.00	$
	16	99C Showcase (White/Glass) 20"L X 20"W X 96"H	$ 235.00	$ 329.00	$
	17	99D Showcase (White/Glass) 40"L X 20"W X 96"H	$ 330.00	$ 462.00	$

Notes:		
	TOTAL OF ALL ITEMS ORDERED:	$
	5% GST:	$
	PAYMENT ENCLOSED:	$

All order governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.
Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% after installation.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	**AUTHORIZED CONTACT**	**DATE**
X		

E7-8C

GEM Show Special Order Form

RETURN TO: GES Global Experience Specialists C6 & C7, 2310 Gaetz Avenue, Red Deer, AB T4R 1C5 Phone: 403-347-7144 FAX: 403-340-8195
SEE US ONLINE: www.gesexpo.ca Email: reddeer@ges.com

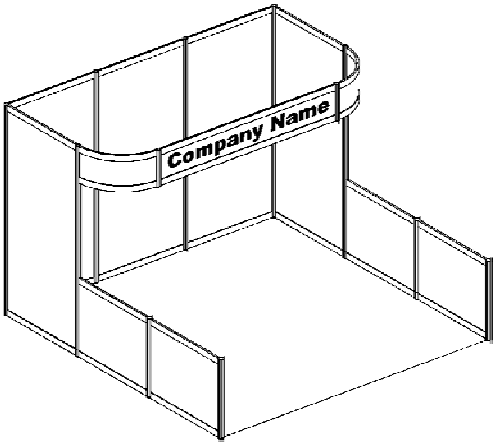
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

Alberta Pork Congress

March 28-29, 2012 **Westerner Park**

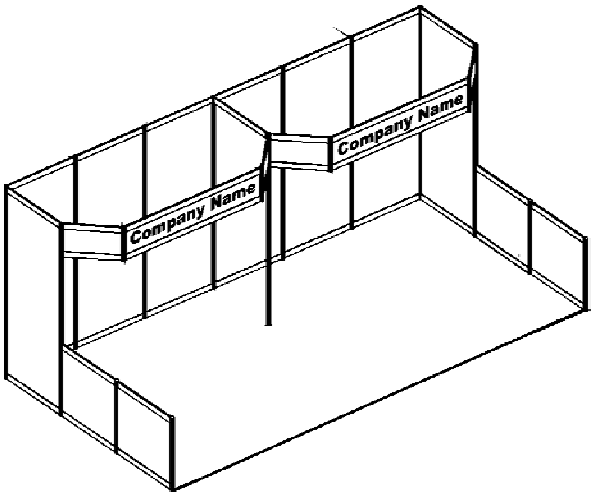
DISCOUNT DEADLINE DATE:
March 21, 2012

GEM Show Special



Includes:

- *Header Sign*
- *White Infill Panels*
- *Carpet - Choice of Colour*
- *Installation & Dismantling*



Includes:

- *Header Sign*
- *White Infill Panels*
- *Carpet - Choice of Colour*
- *Installation & Dismantling*

10' Show Special

#	Description	Discount $	Regular $
1	10' Show Special Rental Exhibit	**$ 700.00**	$ 1,015.00

20' Show Special

#	Description	Discount $	Regular $
2	20' Show Special Rental Exhibit	**$ 1,100.00**	$ 1,600.00

Please Indicate Choice

COMPLETE COPY

Header Sign

_____

Carpet Colour

☐ Black ☐ Grey
☐ Blue ☐ Red
☐ Green

Please Indicate Choice

COMPLETE COPY

Header Sign

Left: _____

Right: _____

Carpet Colour

☐ Black ☐ Grey
☐ Blue ☐ Red
☐ Green

Notes:

TOTAL OF ALL ITEMS ORDERED:	$
5% GST:	$
PAYMENT ENCLOSED:	$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.
Cancellation Policy: Due to material and labour costs, order cancelled before move-in begins will be charge 50% of original price. Similarly, order cancelled after move-in begins will be charge 100%

COMPANY NAME	EMAIL ADDRESS	BOOTH #

AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE
X		

E7-9

Installation & Dismantling Order Form

RETURN TO: GES Global Experience Specialists C6 & C7, 2310 Gaetz Avenue, Red Deer, AB T4R 1C5 Phone: 403-347-7144 FAX: 403-340-8195
SEE US ONLINE: www.gesexpo.ca Email: reddeer@ges.com

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

Alberta Pork Congress

March 28-29, 2012 **Westerner Park** **DISCOUNT DEADLINE DATE: March 21, 2012**

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOUR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOUR, PLEASE READ THIS FORM CAREFULLY

- Display Labour is used for installation and dismantling of exhibits, including signs and floor covering installation.

IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labour is requested for the start of the working day at 8 AM. All exhibit labour for 8 AM starting times will be dispatched to booth space. For all other starting times, check in one-half (1/2) hour before time requested. Labour cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "NO SHOW" charge per worker will apply.

The minimum charge for labour is one (1) hour per worker. Labour thereafter is charged in half (1/2) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH GIFTS, OR LABOUR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES. GES requires the highest standards of integrity from all employees. Please call our office at the above number to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labour and materials costs.

HOURLY RATES	Times	Labourer
Straight Time	Between 8:00 AM and 5:00 PM Weekdays	$64.00
Over time	Before 8:00 AM and after 5:00 PM Weekdays and all day Saturdays, Sundays and Holidays.	$90.00

The minimum charge for labour is one (1) hour per worker. Labour thereafter is charged in half (1/2) hour increments.

PLEASE INDICATE SERVICE

☐ **GES SUPERVISED (OK TO PROCEED)**

GES will supervise labour to:

- Unpack and install display before exhibitor arrival at showsite.
- Dismantle, pack, and arrange to ship display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VI. Labour.

A 30% ($50.00 minimum) surcharge will be added to the labour rates above for the professional supervision.

☐ **EXHIBITOR SUPERVISED (DO NOT PROCEED)**

Exhibitor will supervise.

- Indicate workers needed for installation **and** dismantling.
- GES will not be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.

☐ **GES is responsible for the following type of booth:**

- ☐ Pop-up
- ☐ Custom
- ☐ Other:

PLACE ORDER HERE

SCHEDULE DATES	*SCHEDULE START TIME*	*SCHEDULE END TIME*	*TOTAL # OF HOURS*	*LABOUR RATE*	*TOTAL*
	AM	AM			$
	PM	PM			
	AM	AM			$
	PM	PM			
	AM	AM			$
	PM	PM			
	AM	AM			$
	PM	PM			

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

1. Total Labour Ordered	$
2. 30% ($50.00) GES Supervision	$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

Orders taken at the Exhibit Site will incur a 40% Walk-up Surcharge

Notes:

TOTAL OF ALL ITEMS ORDERED:	$
5% GST:	$
PAYMENT ENCLOSED:	$

All orders governed by the GES payment policy & GES Terms & Conditions of Contract as specified in this Exhibitor's Kit.

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	**AUTHORIZED CONTACT**	**DATE**
X		

E7-11A

Advance Material Handling Order Form

RETURN TO: GES Global Experience Specialists C6 & C7, 2310 Gaetz Avenue, Red Deer, AB T4R 1C5 Phone: 403-347-7144 FAX: 403-340-8195
SEE US ONLINE: www.gesexpo.ca Email: reddeer@ges.com

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

Alberta Pork Congress
March 28-29, 2012 **Westerner Park**

DISCOUNT DEADLINE DATE:
March 21, 2012

ADVANCE WAREHOUSE SHIPMENTS

MATERIAL HANDLING CONTRACTOR:

GES Global Experience Specialists
C6 & C7, 2310 GAETZ AVENUE
RED DEER, ALBERTA T4R 1C5
(403) 347-7144

Warehouse Shipments (30 days free storage)
The rate for this service includes unloading at the warehouse and delivery to: **Westerner Park**

Shipments up to 500 lbs - $55.00 per 100 lbs - crated / $110.00 minimum
Shipments over 501 lbs - call for quote

Small Packages (Maximum 50lbs/shipment) - $36.00 First Package; $ 9.00 each additional package
****If over 50 lbs advanced shipment rates will apply****

Shipments arriving on or before may be consigned to: **March 27, 2012**

Exhibitor Name: _____
Booth No. _____

Alberta Pork Congress
C/O GES
C6 & C7, 2310 Gaetz Avenue
Red Deer, Alberta, T4R 1C5
(403) 347-7144

Please refer to the shipping labels in this manual.

GES shall not be responsible for damage to uncrated materials, improperly packed materials, concealed damage, loss or theft of exhibitor materials after being delivered to booth during installation; nor before being picked up for shipping out from the building. **Claims must be filed by the exhibitor before close of show.**

If your designated carriers do not pick up or make destination delivery of your shipment on time, neither show management nor contractor will be liable for any resulting delays.

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Our shipment will be sent to: ☐ Exhibit Site ☐ Warehouse date on:				Total Pieces:
Carrier:				
1-500 lbs Total Weight (200 lbs minimum per shipment):	/ 100	x $55.00	=	$
501 lbs or more Total Weight	/ 100	x Call for quote		$
Small Packages Shipment _____ x $ 36.00 (1st package) _____ x $ 9.00 each (additional packages)				$

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES TERMS & CONDITIONS OF CONTRACT.

TOTAL ESTIMATED CHARGES:	$
5% GST:	$
PAYMENT ENCLOSED:	$

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	**AUTHORIZED CONTACT**	**DATE**
X		

E7-11C

Post Show Storage Order Form

RETURN TO: GES Global Experience Specialists C6 & C7, 2310 Gaetz Avenue, Red Deer, AB T4R 1C5 Phone: 403-347-7144 FAX: 403-340-8195
SEE US ONLINE: www.gesexpo.ca Email: reddeer@ges.com

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

Alberta Pork Congress
March 28-29, 2012 **Westerner Park**

DISCOUNT DEADLINE DATE:
March 21, 2012

POST SHOW STORAGE SHIPMENTS

MATERIAL HANDLING CONTRACTOR:

GES GLOBAL EXPERIENCE SPECIALISTS
C6 & C7, 2310 GAETZ AVENUE
RED DEER, ALBERTA, T4R 1C5
(403) 347-7144

The rate for this service includes removal of goods from the show floor and storage for up to three (3) days upon which time GES reserves the right to ship out your shipment "collect: via a carrier of our choice:

Westerner Park

Shipments up to 500 lbs - $55.00 per 100 lbs - crated / $110.00 minimum
Shipments over 501 lbs - call for quote

Small Packages (Maximum 50lbs/shipment) - $36.00 First Package; $ 9.00 each additional package
****If over 50 lbs advanced shipment rates will apply****

Shipments must be picked up on or before: **April 1, 2012**

Address Label	
Ship To:	
Address:	
City:	
Prov/State	
Country	
Postal Code:	
Phone	
Contact Name:	

Please refer to the shipping labels in this manual.

GES shall not be responsible for damage to uncrated materials, improperly packed materials, concealed damage, loss or theft of exhibitor materials after being delivered to booth during installation; nor before being picked up for shipping out from

If your designated carriers do not pick up or make destination delivery of your shipment on time, neither show management nor contractor will be liable for any resulting delays.

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Carrier:			Total Pieces:
1-500 lbs Total Weight (200 lbs minimum per shipment):	/ 100	x $55.00 =	$
501 lbs or more Total Weight	/ 100	x Call for quote	$
Small Packages Shipment _____ x $ 36.00 (1st package) _____ x $ 9.00 each (additional packages)			$

Payment & Credit Card Charge Authorization Form MUST Accompany this Form

I AGREE IN PLACING THIS ORDER THAT I HAVE READ AND ACCEPTED GES PAYMENT POLICY AND GES TERMS & CONDITIONS OF CONTRACT.	***TOTAL ESTIMATED CHARGES:***	$
	5% GST:	$
	PAYMENT ENCLOSED:	$

COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	**AUTHORIZED CONTACT**	**DATE**
X		

GES Global Experience Specialists. Material Handling Information

Alberta Pork Congress

March 28-29, 2012 **Westerner Park**

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

Storage of materials for up to 30 days prior to your show.

Delivery of Shipments to your booth by 8:00 AM on your first day of move-in (schedule permitting).

Some conventions centres and hotels do not have facilities for receiving or storing freight.

Saves valuable set-up time.

How to ship in Advance to the GES Warehouse

Remove all old shipping and empty storage labels.

Fill out and attached enclosed Advance Shipping Labels.

Complete the enclosed Advance Material Handling order form.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.

Take the time to ensure that your display and products are packed neatly and securely.

Do not ship uncrated materials to the warehouse.

How to Ship to Exhibit Site

Consign all shipments c/o GES.

Remove all old shipping and empty storage labels.

Fill out and attach enclosed Direct Shipping labels.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.

Take the time to ensure that your display and products are packed neatly and securely.

If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check-in. Delivery and pick up times are often out of the range of "normal" deliver hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at showsite. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on your bill of lading.

Crated - Material that is skidded, or is any type of shipping container that can be unloaded at the dock with no additional handling required.

Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.

Overtime Surcharges - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.

Late Surcharges - A surcharge may apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **GES Servicentre** of from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from one (1) to four (4) hours to return empty crates. Do not store any items in crates marked empty.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicentre**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labour and Equipment

Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this using the In-Booth Forklift and Labour Order Form. If you material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible supply your own rigging equipment with shipments and pre-rig your material

Insurance

All of goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES Limits of Liability

Liability - GES is liable for loss or damage to your goods ONLY if the loss or damage was caused by GES negligence.

Measure of Damage - If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:

a. Measure of damages in all situations (including b. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.

b. The lesser of $0.30 per pound per piece, $50 per piece, or $1000 per occurrence.

GES does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage was not caused by GES.

E7-11E

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING

TO: _____

EXHIBITING COMPANY

Alberta Pork Congress

NAME OF EXHIBITION

_____

BOOTH NUMBER

C/O GES GLOBAL EXPERIENCE SPECIALISTS
C6 & C7, 2310 GAETZ AVENUE
RED DEER, ALBERTA T4R 1C5

SHIPMENT SHOULD ARRIVE ON OR BEFORE
March 27, 2012

Carrier _____

Number _____ of _____ pieces GES

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING

TO: _____

EXHIBITING COMPANY

Alberta Pork Congress

NAME OF EXHIBITION

_____

BOOTH NUMBER

C/O GES GLOBAL EXPERIENCE SPECIALISTS
C6 & C7, 2310 GAETZ AVENUE
RED DEER, ALBERTA T4R 1C5

SHIPMENT SHOULD ARRIVE ON OR BEFORE
March 27, 2012

Carrier _____

Number _____ of _____ pieces GES

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING

TO: _____

EXHIBITING COMPANY

Alberta Pork Congress

NAME OF EXHIBITION

_____

BOOTH NUMBER

C/O GES GLOBAL EXPERIENCE SPECIALISTS
C6 & C7, 2310 GAETZ AVENUE
RED DEER, ALBERTA T4R 1C5

SHIPMENT SHOULD ARRIVE ON OR BEFORE
March 27, 2012

Carrier _____

Number _____ of _____ pieces GES

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

WAREHOUSE HOURS ARE MON - FRI 8:00 AM - 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING

TO: _____

EXHIBITING COMPANY

Alberta Pork Congress

NAME OF EXHIBITION

_____

BOOTH NUMBER

C/O GES GLOBAL EXPERIENCE SPECIALISTS
C6 & C7, 2310 GAETZ AVENUE
RED DEER, ALBERTA T4R 1C5

SHIPMENT SHOULD ARRIVE ON OR BEFORE
March 27, 2012

Carrier _____

Number _____ of _____ pieces GES

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

GES Terms & Conditions of Contract (Page 1 of 2)

Alberta Pork Congress

March 28-29, 2012 **Westerner Park**

GES TERMS AND & CONDITIONS ARE SUBJECT TO CHANGE AT GES' DISCRETION WITHOUT NOTICE TO ANY PARTIES

I. Definitions:
Agents: GES's agents, sub-contractors, carriers, and the agents of each.
Customer: Exhibitor or other party requesting services from GES.
Carrier: Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.
Shipper: Party who tenders Goods to Carrier for transportation.
Goods: Exhibits, property, and commodities of any type for which GES is requested to perform services.
Cold Storage: Holding of Goods in a climate controlled area.
Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.
Services: Warehousing, transportation, drayage, un-supervised labour, supervised labour and/or related services.
Show Site: The venue or place where an exposition or event takes place.
Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES.
Un-Supervised Labour: Labour that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility for the work of labour when Customer elects to use unsupervised labour.

II. Scope:
These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labour such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.
By acceptance of services of GES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

III. Customer Obligations:
Payment for Services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone, or through a work order on site.
Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided Customer, including charges for return shipping. Any charges not paid within 30 days of deliver will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligations:
Indemnification:
Customer to GES: Except to the extent of GES's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs, and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.
Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.
GES to Customer: To the extent of GES's own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VI. GES Liability for Loss or Damage to Goods
Negligence standard: GES shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES.
Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.
Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labour disputes, and acts of terrorism or war.
Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Good for any and all risk of loss.
Labour: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided labour. If GES supervises labour for a fee, GES shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labour, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labour.

GES Terms & Conditions of Contract (Page 2 of 2)

Alberta Pork Congress

March 28-29, 2012 **Westerner Park**

GES TERMS AND & CONDITIONS ARE SUBJECT TO CHANGE AT GES' DISCRETION WITHOUT NOTICE TO ANY PARTIES

Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is the Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage. Damage that is the direct result of GES's negligence shall be subject to the limitations of liability set forth in this document.
Forced Freight: GES shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is the Customer's responsibility to complete accurate paperwork for shipping and ensure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES has the right to remove them in order to restore the premises to its original condition for show management pursuant to the venue's lease with show management. In such cases GES is authorized to proceed in the manner chosen Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select on of the provided options will result in re-routing at GES's discretion, and at Customer's expense assuming the Goods are labeled for return. GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.
Concealed Damage: GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly package or labeled Goods.
Unattended Booth: GES shall not be liable for any loss or damage occurring while Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
Measure of Damage: GES's liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be $0.30 (thirty cents) per pound per piece, $50 (fifty dollars) per article or $1000.00 (one thousand dollars) per shipment.
No Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES performed in a manner that constitutes gross negligence in the performance of its services for Customer.
Notice of loss or damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES within 24 hours of occurrence or delivery of Goods, whichever is later.
Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.
Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.
Claim for goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within sixty (60) days after the close of the show.
Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of the date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form / Straight Bill of Lading. In the event of a dispute eith GES, Customer will not withhold payment or any amount due GES CANADA for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES reserves the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) years of the date of declination of any part of a claim.

VII. Jurisdiction, Choice of Forum.
This Agreement shall be governed by and construed in accordance with the applicable laws of Canada or, alternatively, and depending on jurisdiction, the laws of the Province of Alberta.

VIII. Advance Warehousing / Temporary Storage / Long Term Storage.
All terms and conditions relative to Advanced Warehousing / Temporary Storage / Long Term Storage are contained in the separate agreement entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES's liability for Customer's Goods:

The responsibility of GES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES's sole negligence. GES's liability is limited to sixty ($0.60) cents per pound or the actual cash value per article. In the case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES's immediate control. GES is not responsible for the marring, scratching, or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect, or consequential damages, including business loss of any kind, resulting from any damage to or loss of Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Exhibitors' Material. This risk of loss remains the Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

SPECIAL NOTE: THE CONSIGNMENT OR DELIVERY OF A SHIPMENT TO GES OR ITS SUBCONTRACTORS BY A CUSTOMER OR BY ANY SHIPPER ON BEHALF OF THE CUSTOMER SHALL BE CONSTRUED AS AN ACCEPTANCE BY SUCH EXHBITOR (AND/OR OTHER SHIPPER) OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.

Safety First!

Alberta Pork Congress
March 28-29, 2012

Safety is very important for everyone working in the exhibit hall - especially you!

GES is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees, and other exhibitors. Enjoy the show and do it safely. Thank you for your Cooperation!

Exhibitor loss prevention guidelines at showsite

- Smoking is prohibited in the exhibit hall. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables, and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or a load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify the electrical service company if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES representative of any safety issues or concerns.